



**ASTI-FM 03-11**  
**REV 2/30 APR 2024**

**DOST-ASTI Bids and Awards Committee**  
**Invitation to Bid (Public Bidding)**

<b>IB No:</b>	24-06-4880	<b>Date:</b>	August-01-2024
<b>PR No:</b>	GAA-24-05-19236	<b>Date:</b>	May-17-2024
<b>Source of Funds:</b>			
<b>Total ABC:</b>	Php 2,000,000.00		
<b>Time, Date &amp; Venue of Pre-bid Conference:</b>	August 09, 2024, 9:00 AM at Videoconferencing (MS Teams)		
<b>Time and Date of Submission of Bids:</b>	August 22, 2024, 09:00 AM		
<b>Time, Date &amp; Venue of Opening Bids:</b>	August 22, 2024, 9:30 AM at DOST-ASTI and Videoconferencing (MS Teams)		
<b>Date of availability of Complete Set of Documents:</b>	August 02, 2024		
<b>Deadline of Potential Bidder's Clarifications:</b>	August 12, 2024		
<b>Deadline of ASTI's Supplemental Bid Bulletin:</b>	August 15, 2024		
<b>Delivery Schedule:</b>			

The *Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI)*, through its Bids and Awards Committee (BAC), hereby invites all interested Bidders to submit their bids for the *item/s* listed below. *Section II. Instructions to Bidders (ITB) of the DOST-ASTI Bidding Documents provides information necessary for bidders to prepare responsive bids, in accordance with the requirements of DOST-ASTI. The ITB likewise provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and award of contract.*

Bidding will be conducted through open competitive bidding procedures *using a non-discretionary "pass/fail" criterion as specified in the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.*

A complete set of *DOST-ASTI Bidding Documents may be acquired by interested Bidders on the date and address given on this document, and upon payment of the applicable fee, pursuant to the latest Guidelines issued by the Government Procurement Policy Board. Further, the DOST-ASTI Bidding Documents may be accessed through the DOST-ASTI website (<https://asti.dost.gov.ph/>).*

For further inquiries, *you may contact the DOST-ASTI BAC Secretariat at telephone number +63 2 8249-8500 / +63 2 8426-9755 local 1206/1212 or send your message to bac-sec@asti.dost.gov.ph .*

Respectfully,

**BAYANI BENJAMIN R. LARA**  
*BAC Chairperson*

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p><b>Replacement of Vinyl Tiles in EPDC Building</b></p> <p>1. BACKGROUND and OBJECTIVES</p> <p>1.1. The DOST-ASTI is seeking qualified and competent bidders for the Supply, Delivery, and Installation of Vinyl Tiles, including the removal of old vinyl/tiles in the Electronics Product Development Center (EPDC), to enhance the functionality, sustainability, and safety in EPDC building.</p> <p>1.2. The Approved Budget for the Contract is inclusive of all applicable government taxes and other charges.</p> <p>2. COVERAGE AND LOCATION</p>	1	lot	2000000.00	2,000,000.00

2.1. This project will cover the removal of old vinyl tiles, as well as supply, delivery, and installation of the whole area and floors of EPDC building.

2.2. EPDC building is located at MIRDC Compound, General Santos Ave., Taguig City, 1631 Metro Manila.

### 3. DELIVERY AND PROJECT DURATION

3.1. The project must be completed within ninety (90) calendar days upon issuance of the Notice to Proceed.

3.2. The contractor shall provide a work plan in Gantt Chart, for a detailed schedule of activities and deliveries.

### 4. GENERAL REQUIREMENTS

4.1. The contractor shall provide technical supervision, skilled manpower, tools, equipment, and suitable highest quality materials within the specified period to complete the project.

4.2. Provide coordination and collaborative works with DOST-ASTI to complete respective works in accordance with approved specifications and method of installation.

4.3. Provide all materials necessary to complete the works although not specifically mentioned in the specifications, working drawings or in other contract documents without extra cost the DOST-ASTI.

4.4. Comply with all applicable environmental, health, and safety regulations required by law. Responsible for the safety requirements (i.e., safety shoes, vest, hard hat, safety harness, lifeline, etc.).

4.5. Ensure the quality of materials and workmanship needed to complete and render ready for acceptance by DOST-ASTI.

4.6. Temporary facilities/barracks shall be of the expense of the service provider at the approved location of the end-user required for use of his/her workers and storage of tools and materials and shall maintain sanitary operable conditions, all in conformity of the local regulations, if necessary. Ensure all materials are stored in a secure, weatherproof area on-site and off the ground to prevent moisture damage.

4.7. Protect and maintain in the required acceptable conditions of all repairs works and accessories during construction until hand over.

4.8. Properly manage and dispose of all packaging materials and waste generated during the project in accordance with local regulations.

4.9. Furnish all labor, materials, tools, and equipment necessary to remove existing vinyl tiles and install new vinyl tiles as indicated on the drawings and/or specified herein.

### 5. SCOPE OF WORKS

5.1. Move the existing furniture and equipment designated temporarily by the end-user to have a clear space for vinyl retiling works.

5.2. Stripping and removal of existing vinyl tiles and safe disposal.

5.3. Vinyl floor material shall be procured, supplied,

and installed by the contractor.

5.4. Installation method of vinyl tiles to the floor must adhere to the manufacturer's specification.

5.5. The contractor shall provide appropriate fillers, primers, undercoats, and finish coat materials that are compatible with one another and with the substrate. This is to ensure the finishing is reasonably clean and level floor surface.

5.6. The contractor shall provide a reasonably clean and level floor surface.

5.7. Relocating or returning furniture and equipment to proper areas.

#### 5.8. Specific Locations

##### 5.8.1. Ground Floor

5.8.1.1. Library Room with an approximate area of 13.8 sqm.

5.8.1.2. Small Meeting with an approximate area of 16.5 sqm.

5.8.1.3. Library Room with an approximate area of 13.8 sqm.

5.8.1.4. Pantry with an approximate area of 9.68 sqm.

5.8.1.5. Customer Service and Hallway Along Admin with an approximate area of 40.06 sqm.

5.8.1.6. Hallway along EMC with an approximate area of 22.575 sqm.

5.8.1.7. Hallway along CR with an approximate area of 14.7 sqm.

5.8.1.8. Cashier with an approximate area of 7.169 sqm.

5.8.1.9. Stair Step and Nosing with an approximate area of 18.995 sqm.

5.8.1.10. Dimensions given above may vary depending on the size and design of the tiles. Minimum variations (+/- 10%) shall be accepted by the end-user.

##### 5.8.2. Second Floor

5.8.2.1. Hallway with an approximate area of 84.392 sq. meters.

5.8.2.2. PCB Prototyping with an approximate area of 36.92 sq. meters.

5.8.2.3. Electronic Scan Room 1 with an approximate area of 12.17 sq. meters.

5.8.2.4. Electronic Scan Room 2 with an approximate area of 11.19 sq. meters.

5.8.2.5. 3D Scanning Room with an approximate area of 11.12 sq. meters.

5.8.2.6. Repair Area with an approximate area of 15 sq. meters.

5.8.2.7. Soft Meeting 1 with an approximate area of 7.14 sq. meters.

5.8.2.8. Soft Meeting 2 with an approximate area of 7.14 sq. meters.

5.8.2.9. Material Stockroom with an approximate area of 23.6 sq. meters.

5.8.2.10. RoHS Test Room with an approximate area of 10.68 sq. meters.

5.8.2.11. Server Room with an approximate area of 10.68 sq. meters.

5.8.2.12. Design Workstation 1-4 with an approximate area of 48.919 sq. meters.

5.8.2.13. Stair steps and nosing with an approximate area of 9.597 sq. meters.

5.8.2.14. Dimensions given above may vary depending on the size and design of the tiles. Minimum variations (+/- 10%) shall be accepted by the end-user.

### 5.8.3. Third Floor

5.8.3.1. Hallway with an approximate area of 82.22 sqm.

5.8.3.2. Training Room 1 with an approximate area of 72.89 sqm.

5.8.3.3. Training Room 2 with an approximate area of 68.475 sqm.

5.8.3.4. Locker Room with an approximate area of 10.17 sqm.

5.8.3.5. Staff Room with an approximate area of 15.57 sqm.

5.8.3.6. Conference Room with an approximate area of 27.73 sqm.

5.8.3.7. Sales and Marketing Engineer with an approximate area of 9.2 sqm.

5.8.3.8. Lab Manager with an approximate area of 11.97 sqm.

5.8.3.9. Meeting Area with an approximate area of 12.62 sqm.

5.8.3.10. PCB Design Engineering with an approximate area of 8.6 sqm.

5.8.3.11. Manufacturing Engineering with an approximate area of 8.6 sqm.

5.8.3.12. PCB Prototyping Engineering with an approximate area of 8.6 sqm.

5.8.3.13. Admin Staff Area with an approximate area of 5.74 sqm.

5.8.3.14. Pantry with an approximate area of 7.9 sqm.

5.8.3.15. Stair steps and nosing with an approximate area of 12.51 sqm.

5.8.3.16. Dimensions given above may vary depending on the size and design of the tiles. Minimum variations (+/- 10%) shall be accepted by the end-user.

## 6. SPECIFICATIONS

### 6.1. Product Delivery and Storage

6.1.1. Deliver materials to project site in manufacturer's original, unopened containers with labels indicating brand names, colors and patterns, and quality designations legible and intact.

6.1.2. Do not open containers or remove markings until materials are inspected and accepted.

6.1.3. Store and protect accepted materials in accordance with manufacturer's directions and recommendations.

6.1.4. Unless otherwise directed, allow flooring and accessories to acclimatize for no less than twenty-four (24) hours prior to installation.

### 6.2. Materials

6.2.1. Vinyl tiles shall be a commercial-grade product with a minimum wear layer thickness of at least 2.0 mm.

6.2.2. Vinyl tiles sizes, design, and color shall be the same on the existing schedule of the internal finishes plan.

### 6.3. Application Materials

6.3.1. Types and brands of adhesive as recommended by the manufacturer of covering material for the conditions of the installation.

6.3.2. Primer shall be by type and brand recommended by floor covering manufacturer.

6.3.3. Crack filler/Leveling compound shall be the type and brand recommended by the floor covering manufacturer.

### 6.4. Inspection of Surfaces

6.4.1. Examine substrate for flaws that would impact the execution and quality of vinyl retiling as specified.

6.4.2. Do not proceed with the installation of vinyl tiles until defects have been corrected.

### 6.5. Preparation

6.5.1. Remove dirt, oil, grease, or other foreign matter from surfaces to receive floor covering materials.

6.5.2. Fill cracks more than 1/16" wide with a cement-based patching compound. Floor must be flat to within 1/8" in 10 ft. Use leveling compound as required.

6.5.3. Prime surfaces if recommended by the floor covering manufacturer.

### 6.6. Application of Adhesives

6.6.1. Mix and apply adhesives in accordance with the product and manufacturer's instructions.

6.6.2. Provide safety precautions and wear personal protective equipment during mixing and applications as recommended by adhesives manufacturer.

6.6.3. Apply adhesive uniformly over surfaces:

6.6.3.1. Apply adhesive to only that area that can be covered by floor covering material within the recommended working time.

6.6.3.2. Remove adhesive which dries or films over.

6.6.3.3. Do not soil walls, bases, and adjacent areas with adhesives.

6.6.3.4. Promptly remove any spillage.

6.6.3.5. Apply adhesives as per manufacturer recommendations.

6.6.3.6. Clean trowel and re-work notches as necessary to ensure proper application of adhesive.

## 7. PROJECT CONDITIONS

### 7.1. Site Access

7.1.1. The contractor shall provide a list of service personnels and tools needed for the project. Any personnel not listed shall not gain access to the site.

### 7.2. Occupied Premises

7.2.1. Take necessary precautions to ensure the safety and comfort of the occupants throughout the project.

## 8. RESPONSIBILITIES OF THE CONTRACTOR

8.1. The principal features of the work do not in any way limit the responsibilities of the contractor to the general description of his/her scope of work. He/she shall perform all the work fully and make operational to the intent of the project.

8.2. The contractor shall be responsible for the proper execution and coordination of his/her work. He/she shall schedule and program all necessary work activities according to the specified completion period.

8.3. The contractor shall observe the required standards of safety and procedures and that its contract and workers shall be properly insured against all risks.

8.4. The Contractor is not allowed to erect quarters for workers within the EPDC premises; sleeping is also not allowed. Contractor's workers are limited to the designated working area only. Loitering around and inside the premises is not allowed.

8.5. The contractor shall be responsible for clearing and cleaning of the designated project site of unused materials, leftover and other wastes at the site and disposal of the same outside the premises.

8.6. The contractor shall protect adjacent area against any damage by his/her employees, or by his/her materials, equipment, and tools during the execution of the work. Any damage done by him/her employees shall be repaired at his own expense, without additional compensation beyond the contract.

8.7. All other items of work not specifically mentioned but are necessary to complete the works in accordance with the plans and specifications and other related documents shall be provided by the Contractor at no additional cost to DOST-ASTI.

8.8. Contractor shall be responsible for to the removal of existing floor carpet and placing the new floor at the office and providing all labor, materials required to place the new floor, tools and plant and equipment etc., required for completion of the work in all respect and as per the scope of the work.

8.9. All expenses towards mobilization at site and demobilization including bringing in equipment, workforce, and materials, dismantling the equipment, clearing the site etc. shall be deemed to be included in the rates quoted by the contractor against pervarious items of schedule of rates and no separate payment on such expenses shall be entertained.

8.10. The contractor shall be responsible to carry out all the works to that is required to restore the disturbed area to its original texture and color, this includes but not limited to plastering, painting, touch up painting, sanding, tiling etc. The contractor shall maintain existing utilities indicated to remain and protect them against damage during the project. Damages caused by works shall be repaired by the contractor at no additional cost to the Government. The contractor shall transport from site all debris, rubbish, and materials resulting from operations and dispose of site daily in accordance with local regulations.

8.11. The contractor should keep the site clean and accessible to EPDC employees and clients at all times.

8.12. Working hours shall be 7:00 AM to 4:00 PM,

Monday to Friday. No work shall be done on weekends and holidays without the prior approval of DOST-ASTI.

8.13. The contractor shall give workers names at least three (3) days before the commencement of work to get the security clearance. All the workers shall have an official photo ID or photo ID with the company name on it.

8.14. The contractor is responsible and shall continue management and implementation of a safety and health program throughout construction.

8.15. The contractor will not leave the work site in an unsafe condition or any other condition that might cause injury to personnel, damage to present condition, furniture, or devices, etc.

## 9. SUBMITTALS

### 9.1. Bills of Quantities

9.1.1. Contractors must provide a comprehensive Bill of Quantities (BOQ) that outlines all materials, products, and equipment required for the successful execution of the project. The BOQ should include the following details:

- 9.1.1.1. Item descriptions and specifications
- 9.1.1.2. Quantities required
- 9.1.1.3. Brand names (if applicable)
- 9.1.1.4. Prices
- 9.1.1.5. Total cost breakdown

### 9.2. Compliance with Construction Schedule

9.2.1. Contractors are required to submit a detailed construction schedule that outlines the timeline for project completion, including key milestones and deadlines. This schedule should include the following:

- 9.2.1.1. Start and end dates for each phase of the project
- 9.2.1.2. Sequence of tasks and activities
- 9.2.1.3. Contingency plans for potential delays or disruptions

### 9.3. Construction Safety, Health, and Guidelines Compliance

9.3.1. Contractors must provide evidence of their commitment to maintaining a safe and healthy work environment throughout the project. This includes compliance with all relevant construction safety and health regulations and guidelines. Submission should encompass:

- 9.3.1.1. Safety policies and procedures specific to the project
- 9.3.1.2. Training records for workers on safety protocols
- 9.3.1.3. Hazard assessments and mitigation strategies
- 9.3.1.4. Emergency response plans
- 9.3.1.5. Safety equipment and Personal Protective Equipment (PPE) protocols

### 9.4. Quotations

9.4.1. Contractors are requested to submit detailed

quotations for the products and services they intend to provide. Quotations should include:

- 9.4.1.1. Unit prices for each item or service
- 9.4.1.2. Quantity discounts (if applicable)
- 9.4.1.3. Any additional costs, such as shipping or taxes
- 9.4.1.4. Total cost calculations
- 9.4.1.5. Payment terms and conditions

#### 9.5. Samples

9.5.1. Successful bidder shall provide samples of the manufacturer's vinyl tile line.

#### 9.6. Manufacturer's Literature

9.6.1. Manufacturer's recommended installation instructions, product warranty information, and safety data sheets.

#### 9.7. Maintenance Materials

9.7.1. Provide an additional quantity of 10 pieces for each design of vinyl tiles for replacement and maintenance purposes.

9.8. Prior to issuance of the Certificate of Completion (COC), the following shall be submitted to DOST-ASTI:

9.8.1. Final project report including photo documentation before, during, and after implementation works. Each photo documentation should have date and time stamps in jpg format.

9.8.2. Warranty certificate of at least three (3) years against poor workmanship and defects traceable to materials.

9.8.3 DOST-ASTI reserves the right not to issue a Certificate of Satisfactory Performance based on non-submission of any of the items listed above.

### 10. OTHER CONDITIONS

10.1. To guarantee its faithful performance, the contractor shall post a performance security prior to the signing of the contract pursuant to Section 39.1 of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

### 11. WARRANTY

11.1. The contractor is required to post a warranty security pursuant to Section 62.2.3.3. of the 2016 revised IRR of RA No. 9184.

11.2. The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified.

11.3. The contractor further guarantees that if, during three (3) years from the date of the COC and acceptance of the work, any workmanship defects will be repaired by the contractor at his expense.

#### 11.4. Exclusions

11.4.1. This warranty does not cover damage or defects resulting from improper maintenance, misuse, natural disasters, or any modifications or alterations made by parties other than the supplier.

11.5. All warranty provisions under RA No. 9184 and its 2016 revised IRR shall be observed by both parties.



## 12. PAYMENTS

### 12.1. Advance Payment for Mobilization

12.1.1. DOST-ASTI may allow advance payment not to exceed fifteen percent (15%) of the contract amount as mobilization cost, subject to the submission of irrevocable standby letter of credit or bank guarantee or surety bond.

### 12.2. Progress Payments

12.2.1. The contractor may submit a request for payment of work accomplish. Such request for payment shall be verified and certified by DOST-ASTI's Representative. Except as otherwise stipulated in the contract, materials, and equipment delivered on site but not completely put in place shall not be included in DOST-ASTI payment.

## 13. RETENTION

13.1. Progress payments are subject to retention of ten percent (10%) referred to as the "retention money". Such retention shall be based on the total amount due to the contractor prior to any deduction and shall be retained from every progress payment until fifty percent (50%) of the value of Works, as determined by DOST-ASTI are completed. If, after fifty percent (50%) completion, the work is satisfactorily done and on schedule, no additional retention shall be made, otherwise, the ten percent (10%) retention shall again be imposed using the rate specified, therefore.

13.2. The total retention money shall be due to release upon final acceptance of the Works. The contractor may, however, request the substitution of the retention money for each progress billing with irrevocable standby letter of credit from a commercial bank, bank guarantees or surety bonds callable on demand, of amounts equivalent to the retention money substituted for an acceptable to DOST-ASTI, provided that the project is on schedule and is satisfactorily undertaken otherwise, the ten percent (10%) retention shall be made. Then said irrevocable standby letters of credit, bank guarantees and/or surety bonds, to be posted in favor of the Government shall be valid for a duration to be determined by the concerned implementing office/agency or DOST-ASTI and will answer for the purpose for which the ten percent (10%) retention is intended, i.e., to cover uncorrected discovered defects and third-party liabilities.

13.3. On completion of the whole Works, the Contractor may substitute retention money with an "on demand" Bank guarantee in a form of acceptable to DOST-ASTI.

## 14. SUSPENSION OF WORK

14.1. DOST-ASTI shall have the authority to suspend the work wholly or partly by written order for such period as may be deemed necessary due to force majeure of any fortuitous events or for failure on the part of Contractor to correct bad conditions which are unsafe for workers or for general public, to carry out valid orders given by DOST-ASTI or to perform any provisions of the contract, or due to adjustment of plans to suit field conditions as found necessary during

construction. The Contractor shall immediately comply with such order to suspend the work wholly or partly. In light of the suspension, the contractor shall provide a revised timeline for the remaining tasks, considering potential delays. Additionally, include a brief impact analysis on milestones.

**15. LIQUIDATED DAMAGES**

15.1. Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount of 1/10 of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative number of liquidated damages reaches 10% of the amount of the contract, DOST-ASTI shall rescind the contract, without prejudice to other courses of action and remedies open to it.

**TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC):**

**Php 2,000,000.00**

**RESERVATION CLAUSE**

The Advanced Science and Technology Institute reserves the right to accept or reject any proposal, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proponent or proponents.